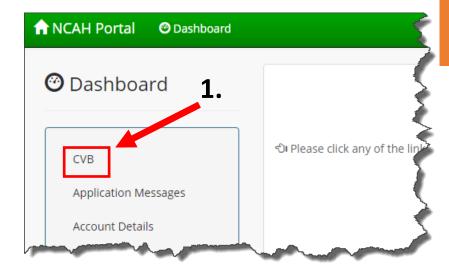
## NCAH PORTAL CVB QUICK REFERENCE GUIDE

## Biologics Sample Submissions - (APHIS 2020) "Generate Packing Slip"

- Before generating a packing slip, the sample details must be entered in for the APHIS Form 2020 information.
- \* APHIS 2020 records will be held in the portal for 60 days, after which they are purged.

Only users with the Sampler Role can enter sample information and generate Packing Slips to be shipped with samples.



For all types of sample submissions, start by entering the CVB section of the Portal and then navigating to the Generate Packing Slip hyperlink.



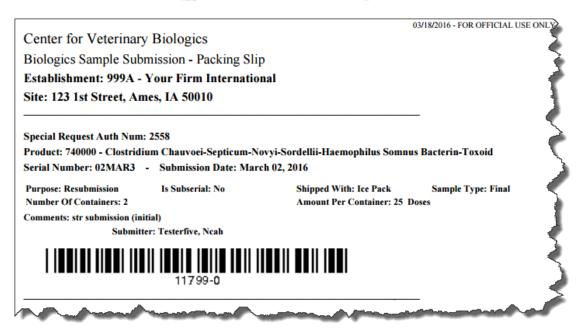
You will be taken to the APHIS 2020 Packing Slip Page.

## NCAH PORTAL CVB QUICK REFERENCE GUIDE

## Biologics Sample Submissions - (APHIS 2020) "Generate Packing Slip"

3. Select the check-boxes next to desired submissions to generate a packing slip for samples to be shipped.





- **5.** Print packing slip.
- **6.** Include packing slip with sample shipment.

The Sample Code is not provided until the sample has been received and verified by the CVB.